


General Training

	Louisiana Department of Health (LDH)	
	Policy Number	38.1
	Content	LDH Policy on training requirements and professional development opportunities for employees.
	Effective Date	April 15, 2013
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If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

By this policy, The Louisiana Department of Health (LDH) shall ensure that all employees satisfy their respective mandated training requirements, as well as participate in approved professional development opportunities.

II. APPLICABILITY

The General Training Policy applies to all LDH employees.

III. EFFECTIVE DATE

The effective date of this revised policy is November 4, 2003.

Because of the breadth of activities and occupations covered by LDH, program offices, agencies, and facilities within the department may establish more definitive training statements, requirements, and plans according to their own internal procedures, provided they do not

conflict with any part of this policy. Under the umbrella of this policy, training shall be conducted by the responsible agency or person(s) whenever needed to meet changing conditions affecting LDH.

IV. RESPONSIBILITIES

- A. The Division of Human Resources, Training and Staff Development shall consult and communicate within the department on general training issues and the implementation of this policy.
- B. Assistant Secretaries and the Medicaid Director shall ensure that employees in their respective agencies accomplish all mandated training and have opportunities for professional development without regard to race, sex, political or religious beliefs. The Secretary and Assistant Secretaries shall designate mandatory training officers with the authority and responsibility for complying with Civil Service Rule 22.10, concerning supervisory, managerial or administrative jobs training, as explained in General Circular No. 001746, dated September 25, 2008 and any related documents.
- C. Supervisors shall schedule employees' work to include time as necessary to complete training events. When the training is optional, the supervisor may approve an employee's participation by considering such factors as its relevance to current duties, the individual's and unit's workload, and the employee's latest PES rating. It is recommended that, as part of the PES process, supervisors rate employees on performance expectations written specifically to relate to training.
- D. Employees shall treat training as a work assignment and take responsibility for the learning outcomes.

V. POLICY

LDH is a "learning organization." Employees at all levels are continuously acquiring or expanding the knowledge, skills, and abilities they need to fulfill the department's public service mission in a continuously evolving health care environment. Training is a significant part of every employee's job.

For LDH, a myriad of sources provide ample opportunity for gaining knowledge. Much of it is mandated by external entities and prevailing laws, regulations, rules, and policies. Some training derives from internal needs analyses that reveal skill or knowledge gaps. Other sources are LDH employees seeking to improve their own capabilities to the mutual benefit of the agency and their professional development.

LDH is committed to training all employees commensurate with their roles in the organization. By adherence to the implementation and responsibilities described above, LDH ensures that its employees are in compliance with mandated training requirements, are competent to perform their assigned duties, and are confident of their professional abilities.

VI. REVISION HISTORY

Date	Revision
November 4, 2003	Policy created
April 15, 2013	Policy revised
	Policy revised